

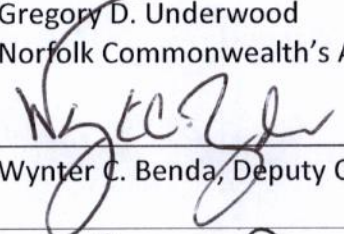


To the Honorable Council
City of Norfolk, Virginia

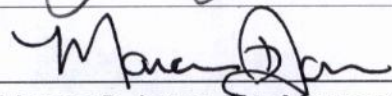
September 15, 2015

From: Gregory D. Underwood
Norfolk Commonwealth's Attorney

Subject: Victim Witness Assistance
Program Grant

Reviewed: 
Wynter C. Benda, Deputy City Manager

Ward/Superward: Citywide

Approved: 
Marcus D. Jones, City Manager

Item Number:

R-21

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** Norfolk Commonwealth's Attorney's Office
800 E. City Hall Avenue, Suite 600
Norfolk, VA 23510

III. **Description:**
This agenda item is an Ordinance to accept a Victim Witness Assistance Program Grant from the Virginia Department of Criminal Justice Services ("VDCJS"). The grant, in the amount of \$347,162, is for twelve (12) months beginning July 1, 2015 and ending June 30, 2016. This grant will provide salary, fringe benefits and operational expenses for the employment of eight (8) persons in a special project employment status. The FY 2016 Grant is a \$10,112 increase over FY 2014.

IV. **Analysis**
The Victim Witness Assistance Program Grant will provide continuation of funding for eight (8) persons who will assist crime victims, in and outside court, by encouraging their cooperation and participation as well as increasing their understanding of the criminal justice system and their rights as explained in the Victims' Bill of Rights.

V. **Financial Impact**
There is no local matching or percentage funding requirement for this Grant.

VI. **Environmental**
N/A

VII. Community Outreach/Notification

Public notification for inclusion of this item on the City Council Agenda was conducted through the City of Norfolk's agenda notification process.

VIII. Board/Commission Action

N/A

IX. Coordination/Outreach

This letter and ordinance have been coordinated with the Commonwealth's Attorney's Office and the City Attorney's Office.

Supporting Material from the Office of the Commonwealth's Attorney:

- Ordinance
- Statement of Grant Award

Form and Correctness Approved:

By

Office of the City Attorney

Contents Approved:

By

DEPT. Commonwealth Attorney's Office

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose.

\$ 347,162.00

2275-120-8109-8996

Account

8/17/15

Date

Acting

Director of Finance

NORFOLK, VIRGINIA

ORDINANCE No.

AN ORDINANCE ACCEPTING A \$347,162.00 VICTIM WITNESS GRANT AWARD FROM THE VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES FOR THE CONTINUATION OF THE VICTIM/WITNESS ASSISTANCE PROGRAM, APPROPRIATING AND AUTHORIZING THE EXPENDITURE OF THE GRANT FUNDS FOR THE PROGRAM AND AUTHORIZING THE HIRING OF EIGHT (8) PEOPLE FOR THE PROGRAM IN A SPECIAL PROJECT EMPLOYMENT STATUS.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a \$347,162.00 grant award from the Virginia Department of Criminal Justice Services for the continuation of the Victim/Witness Assistance Program is hereby accepted.

Section 2:- That \$347,162.00 in grants funds are hereby appropriated and authorized to be expended for the Victim/Witness Assistance Program, if and when the funds are made available from the Virginia Department of Criminal Justice Services.

Section 3:- That the City Manager is hereby authorized to employ eight (8) people in the Victim/Witness Assistance Program, in a Special Project employment status, which employees shall be entitled to participate in health insurance programs and other benefits, as eligible, made available to permanent, full-time City employees. Such special project employees serve at the will of the City Manager with regard to their continued employment and they serve with no right to grieve any employment action. The City Manager's administrative assignment of such employees to the operational supervision and control of a Constitutional Officer or other non-City agency shall not affect their employment status, which shall continue to be governed by City Code Section 2.1-10 et seq. The Commonwealth's Attorney shall notify the City's Director of Human Resources immediately upon taking any action to terminate the placement of such special project employees in his office, so

that the City Manager may review their City employment status and timely make his decision regarding their continued employment.

Section 4:- That this ordinance shall be in effect from and after the date of its adoption



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

July 13, 2015

Mr. Marcus D. Jones
City Manager
City of Norfolk
810 Union Street, Ste 1101
Norfolk, VA 23510

Title: Victim Witness Program

Dear Mr. Jones:

I am pleased to advise you that grant number **16-V8576VG15** for the above-referenced grant program has been approved for in the amount of \$347,162.00 in State General Funds.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. ***Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).***

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Julia Fuller-Wilson at (804) 371-0386.

Sincerely,

A handwritten signature in blue ink, appearing to read "Francine C. Ecker".

Francine C. Ecker
Director

Enclosures

cc: The Hon. Gregory D. Underwood, Commonwealth's Attorney
Mr. Ronald L. Fritch, Assistant Director of Finance
Ms. Julia Fuller-Wilson, DCJS Monitor

Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

Statement of Grant Award/Acceptance

Subgrantee: Norfolk City

Date: July 13, 2015

Grant Period:

Grant Number:

From: 07/01/2015

Through: 06/30/2016

16-V8576VG15

Project Director	Project Administrator	Finance Officer
The Hon. Gregory D. Underwood Commonwealth's Attorney City of Norfolk 800 E. City Hall Ave., Ste 600 Norfolk, VA 23510 Phone: (757) 664-4835 Email: gregory.underwood@norfolk.gov	Mr. Marcus D. Jones City Manager City of Norfolk 810 Union Street, Ste 1101 Norfolk, VA 23510 Phone: (757) 664-4242 Email: marcus.jones@norfolk.gov	Mr. Ronald L. Fritch Assistant Director of Finance City of Norfolk 810 Union Street, Ste. 600 Norfolk, VA 23510 Phone: (757) 664-4097 Email: ron.fritch@norfolk.gov

Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$6,072	\$0	\$0	\$6,072
Supplies/Other	\$0	\$4,700	\$0	\$0	\$4,700
Personnel	\$0	\$334,490	\$0	\$0	\$334,490
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$1,900	\$0	\$0	\$1,900
Consultant	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$347,162	\$0	\$0	\$347,162

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.

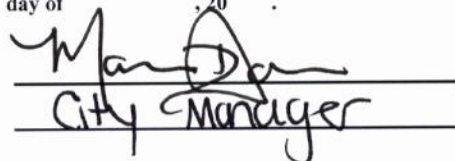


Francine C. Ecker, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this _____ day of _____, 20____.

Signature: _____

Title: _____


City Manager

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services
1100 Bank Street
Richmond, Virginia 23219

For the Victim Witness Assistance Grant Program – Localities

Subgrantee: Norfolk City

Grant Number: 16-V8576VG15

Federal Catalog Number: 16.575

Title: Victim Witness Program

Date: July 13, 2015

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:

- to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
- to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
- to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application;
- to comply with the "Victim/Witness Grant Program Fiscal Year 2015 and 2016 Program Guidelines and Application Procedures," dated March 25, 2014 and its Attachments. This includes compliance with Attachment 6-- "Final Program Guidelines, Victims of Crime Act, FFY 1997, Victim Assistance Program," and includes a requirement that subgrantees maintain daily time and attendance records. (See Section B,8).

2. The subgrantee agrees to submit, on or before scheduled due dates, such reports as requested by DCJS on required forms. This includes filing required reports using the Client Information Management System (CIMS) and the online Grants Management Information System (GMIS).

3. The subgrantee agrees that it and all its contractors will comply with the following federal civil rights laws as applicable:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in the delivery of services (42 U.S.C. § 2000d) and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C;
- The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789d(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
- Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;
- Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54;
- The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; and
- The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding for inherently religious activities (28 C.F.R. Part 38).
- The Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination in both employment and the delivery of services or benefits based on race, color, national origin, religion, and sex in JJDP A-funded programs or activities (42 U.S.C. § 5672(b)).
- Section 1407 of the Victims of Crime Act (VOCA), as amended, which prohibits discrimination in both employment and the delivery of services or benefits on the basis of race, color, national origin, religion, sex, and disability in VOCA-funded programs or activities. (42 U.S.C. § 10604).

Statement of Grant Award Special Conditions (Continued)

Grant No: 16-V8576VG15

4. The Subgrantee agrees that none of the funds appropriated or otherwise made available by this Act may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States.
5. The Subgrantee agrees that notwithstanding any other provisions of law and in a manner consistent with other provisions in this Act, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat 1267; 5 U.S.C. App) and section 3145 of title 40, United States Code.
6. The Subgrantee will promptly refer to DOJ's Office of the Inspector General any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either (1) submitted a false claim for grant funds under the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.
7. The Subgrantee cannot use any federal funds, either directly or indirectly, in support of any contact or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP. In addition, the grantee will provide OVC with a draft copy of the letter of special condition for approval within 15 days.
8. The subgrantee agrees that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs.
9. Grant funds, including state and local match, may be expended and/or obligated during the grant period. All legal obligations must be liquidated no later than 90 days after the end of the grant period. The grant recipient agrees to supply a final grant financial report and return all received and unexpended grant funds (exclusive of local match) to DCJS within 90 days after the end of the grant liquidation period.
10. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
11. Subgrantee may follow their own established travel rates if they have an established travel policy. If subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate: <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>: Transportation costs for air and rail must be at coach rates.
12. Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not, the subgrantee must report to the DCJS, by letter, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the subgrantee must obtain approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds.
13. **No amendment to the approved budget may be made without the prior approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested using the online Grants Management Information System, (GMIS), accompanied with a narrative. No budget amendments will be allowed after April 30, 2016.**
14. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
15. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS. Permission to make sole source procurements must be obtained from DCJS in advance.

Statement of Grant Award Special Conditions (Continued)

Grant No: 16-V8576VG15

16. Acceptance of this grant award by the local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
17. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.
18. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
19. The recipient is required to certify and ensure that all aspects of personnel management and employment practices will be conducted in accordance with their local unit of government or state agency procedures, promoting equal employment opportunity. For example, the recipient must advertise for positions, interview candidates, hire, supervise, discipline, and separate program personnel in accordance with their local unit of government or state agency procedures promoting equal employment opportunity. Additionally, grantees must promptly notify DCJS whenever grant funded positions are vacated and must notify DCJS when such positions are filled.
20. All new Computer Processing Units (CPU's) purchased with grant funds must be protected by anti-virus software, which must be updated, as necessary. Before purchasing new computer equipment, the recipient is strongly encouraged to consult DCJS' IT Contact Specialists at (804) 786-4576 or (804) 225-4868.
21. In accordance with VOCA guidelines, grant funds may support membership in no more than three appropriate organizations.
22. No more than 5% of grant funded staff hours may be devoted to the provision services to witnesses.
23. Costs, including staff time, associated with the preparation of subpoenas cannot be supported with grant funds.
24. Email and internet access funded through the grant must be for official program use only.
25. **Any non-federal cash awarded in excess of 20% of the total grant award shall not be considered match. These non-federal funds are the only DCJS grant funds which may support appropriate service coordination or other appropriate activities advancing the delivery of direct services which may not be supported with federal funds.**

Coordination activities may include serving on state or local task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.
26. When there is any personnel change in the program, the recipient agrees to submit the DCJS Program Change/ Update form available on the DCJS website at: <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=9&program=victims>.
27. Subgrantee agrees that DCJS, the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFC) and its representatives shall be granted access to and the right to examine all records, books, paper or documents related to the VOCA grant.

Statement of Grant Award Special Conditions (Continued)

Grant No: 16-V8576VG15

28. Unless otherwise stated, Special conditions listed in item 29 must be met by September 30, 2015. If they remain unmet after this date, then the subgrantee must report to DCJS, by letter, the steps taken to achieve compliance, the reasons for non-compliance, and the expected date of compliance. DCJS may terminate grant funding based upon unexplained or unreasonable failure to substantially comply with special conditions within reasonable specified timeframes.
29. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

NOTICE

To: Grants Project Administrator

From: Janice Waddy, DCJS Grants Administrator

Re: Post Award Instructions and Reporting Requirements
PLEASE READ VERY CAREFULLY

☐ **GRANT AWARD AND SPECIAL CONDITIONS:**

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation to:

Office of Grants Management
Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

☐ **REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit online quarterly progress and financial reports for this grant throughout the grant period, as well as final reports to close the grant. **No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

Financial reports and *progress reports** are due no later than the close of business on the 12th working day after the end of the quarter (**except PAPIS Pre- and Post- Incarceration Services reports, which are due by the last working day of the end of the following month*). Also, *V-STOP progress reports are submitted on semi-annual basis 12th working day after 6/30 and 12/31 quarters.* Reports are required even if no expenditures have occurred during the quarter. **Requests for Funds will not be honored from grant recipients who do not fulfill this reporting obligation.** A schedule of due dates is also attached for your reference.

☐ **PROGRESS REPORTS**

Refer to our website: <http://www.dcjs.virginia.gov/> for submitting progress reports through the online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. You are required to use the online system to submit your progress reports.

Paper copies of Progress Reports are no longer accepted.

☐ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

Paper copies of the financial reports are no longer accepted. You are required to use the online system in reporting your expenditures.

☐ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. *Please note you can access this system using the same password assigned for the online financial reporting system. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

You are required to use the online system for requesting funds.

☐ **BUDGET AMENDMENTS**

Budgets can be amended in most DCJS grant programs with prior approval. Please review your special conditions carefully to determine the requirements and procedures for amending budgets. Refer to our website for the online Grants Management Information System.

*Please note again that you can access this system using the same password assigned for the online financial reporting system.

The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

Paper copies of the Budget Amendments are no longer be accepted! You are required to use the online system for submitting budget amendments.

If you have any questions, please contact Beverly Johnson at (804) 786-9055 or by e-mail at beverly.johnson@dcjs.virginia.gov.

PROJECTED DUE DATES FINANCIAL & PROGRESS REPORTS

Reports are due by the 12th working day following the close of the period covered in the report.

- Financial reports are required quarterly, even if no expenditures have occurred.
- Progress reports are required as follows:
Victim/Witness, SAGP and VSDVVF: quarterly (period ending 9/30, 12/31, 3/31, and 6/30).
V-STOP: – semi-annual (period ending 6/30 and 12/31) **and CY annual** (due 1/31).
SASP – CY annual (period ending 12/31).

<i>QUARTER ENDING</i>	<i>DUE DATE</i>
9/30/2015	10/19/2015
12/31/2015	1/21/2016
3/31/2016	4/18/2016
6/30/2016	7/19/2016
9/30/2016	10/19/2016
12/31/2016	1/19/2017

Please contact the appropriate DCJS staff person if you need assistance with the following:

- Financial Reports and Requests for Funds - DCJS Fiscal Services Manager, Bill Dodd, at 804-371-0638 or bill.dodd@dcjs.virginia.gov
- GMIS – Complete and send an email to grantsweb@dcjs.virginia.gov citing the error message received, to request assistance from the GMIS Program Coordinator, DeAndrea Williams
- CIMS or VSDVVF Reporting Software – DCJS IT Contact Specialists at 804-786-4576 or 804-225-4868.
- Progress Reports and Other Requests – your assigned DCJS Grant Program Monitor.



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Grant Application

Grant Program & Program Sponsor	Victim/Witness Grant Program	Congressional District(s)	2 & 3
Applicant:	City of Norfolk	Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	54-6001455	Best Practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Jurisdiction(s) Served and Zip +4 Codes:	23501, 23502, 23503, 23504, 23505, 23506, 23507, 23508, 23509, 23510, 23511, 23513, 23514, 23517, 23518, 23523, 23541, 23551		
Program Sponsor	Gregory D. Underwood, Commonwealth's Attorney	Congressional District(s)	2 & 3
Program Title:	Victim/Witness Assistance Program	Certified Crime Prevention Community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Period:	July 1, 2015 – June 30, 2016	DUNS NUMBER:	074740069
Type of Application:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation of Grant Number_14-T8576VG13 <input type="checkbox"/> Revision of Grant Number _____		<input type="checkbox"/> Rural <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban

Project Director		Project Administrator		Finance Officer
Name:	Gregory D. Underwood	Marcus D. Jones		Alice M. Kelly
Title:	Commonwealth's Attorney	City Manager		Director of Finance
Address including Zip+4:	800 City Hall Ave, Suite 600 Norfolk, VA 23510-2719	810 Union Street, Suite 1101 Norfolk, VA 23510-2717		810 Union Street, Suite 600
Phone:	757-664-4835	757-664-4242		757-664-4346
Fax:	757-664-4445	757-664-4239		
E-Mail:	Gregory.Underwood@Norfolk.gov	Marcus.Jones@Norfolk.gov		Alice.Kelly@Norfolk.gov

Signature of Project Administrator: 

Brief Project Description:

The Norfolk Victim Witness Assistant Program provides comprehensive information and direct services to crime victims and witnesses in accordance with the Crime Victims and Witness Rights Act and other applicable victims' rights laws. During July 1, 2014 through June 30, 2015 (FY2015) it is estimated that 2900 victims and 200 witnesses will receive direct services through this program. We anticipate 2500 volunteer hours to be provided in FY2015.

Project Budget	DCJS Funds		Local Match	Total Requested
	Federal	State		
Personnel				\$333,885.00
Consultants				
Travel				
Equipment				
Supplies/Other				3,165.00
Indirect Costs				
Total Requested				\$337,050.00

B. Budget Category Itemization				DCJS FUNDS FY16		
1. Personnel/Employees						
a. Names of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL 75%	STATE 25%	TOTAL
Marlene Bright	Asst Dir	33,527	2080			33,527
Maria Paulina Carrasco	Asst Dir	33,527	2080			33,527
Yelena Lozhnikova	Asst Dir	33,527	2080			33,527
Veronica Harris	Adv 2	25,761	2080			25,761
Shaenace Hicks Petway	Adv 2	25,761	2080			25,761
Loraine Espana	Adv 2	25,761	2080			25,761
Lisa Hicks	Adv 2	25,761	2080			25,761
Holly Gray	Adv 1	23,601	2080			23,601
TOTAL:						227,227
b. Fringe Benefits						
FICA % = 7.65 %						15,723
Retirement =						36,826
Other (itemize) = Life Ins						2,007
Hospitalization						52,102
TOTAL:						106,658
TOTAL PERSONNEL (a + b):						333,885
2. Consultants						
a. Individual Consultants Type:						
Hours Devoted:						
TOTAL:						0
b. Organizations & Associations						
Type:						
Fee:						
Time Devoted:						
TOTAL:						0
c. Consultants' Subsistence and Travel						
Number of Days:						
Rate/Day:						
TOTAL:						
TOTAL CONSULTANTS (a + b + c)				NA	NA	NA
3. Travel and Subsistence for Project Personnel						
a. Local Mileage _____ X _____ per mile						
b. Non-local Miles _____ X _____ per mile						
c. Subsistence ____10____ days X ____115.00____ per day						
d. Air or other fares _____						
TOTAL TRAVEL:						0

4. Equipment				DCJS FUNDS		
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL 75%	STATE 25%	TOTAL
TOTAL EQUIPMENT:						0
5. Supplies and Other Expenses						
Type	Quantity	Price				
Crime Victims Week						1,100.00
Buttons, Paper, Food, Art Supplies						
Conference & Training Registration						2,065.00
TOTAL SUPPLIES AND OTHER:						
6. Indirect Costs						3,165.00
TOTAL INDIRECT COST:				N/A	N/A	N/A
GRAND TOTAL:						0
Cash funds from sources other than grant program supporting this project - (itemize). (Do not add to requested Project Budget Summary accounts.)						
TOTAL:						337,050.00

FY2016: Budget Narrative and Itemization

The Norfolk Victim/Witness Assistance Program is requesting continuation funding for eight (8) existing positions. The salary amounts for the (8) existing full-time staff positions listed in the FY2016 budget itemization are consistent with the salary structure presented in the grant application for FY2014.

1. Personnel –

a. Salary: The salaries of our three (3) Assistant Directors: Paulina Carrasco, Marlene Bright, and Elena Lozhnikova are requested at the Assistant Director's pay rate of \$33,527.00 per year. Paulina Carrasco, Marlene Bright, and Elena Lozhnikova are full-time employees, working 2080 hours a year. All three (3) of the Assistant Directors have college degrees. Paulina received a Bachelor of Arts degree in Criminal Justice from Kaplan University. Marlene graduated from D'Youville College, receiving a Bachelor of Science degree in Business Secretarial Science. Elena graduated from Old Dominion University with a Bachelor of Science degree in Sociology and Criminal Justice. The Assistant Directors grant funded salary requests for FY2016 are 2% greater than amounts approved for FY2014 due to a 2% raise given to all City of Norfolk employees in FY2014.

Each of the Assistant Directors assists the Director with program management functions. Paulina, Marlene, and Elena also provide direct services to crime victims and witnesses in and outside of the courts. Two of the Assistant Directors are assigned to the Violent Crime team and one to the Domestic

Violence / Juvenile Violent Crime team. These advocates provide direct services to victims and witnesses of cases involving but not limited to homicide, malicious wounding, robbery, and sexual assault.

Paulina Carrasco is the Criminal Injuries Compensation Fund Coordinator for the Norfolk Victim/Witness Assistance Program. Mrs. Carrasco monitors all CICF claims that are filed through our office. Paulina Carrasco speaks the Spanish language fluently. Paulina is available to assist on an as needed basis with Spanish-speaking victims and witnesses.

Marlene Bright is responsible for the coordination of paying PERK bills. She sees that all invoices for costs associated with PERK Bills are processed and submitted to either the Supreme Court of Virginia or CICF for payment.

Elena Lozhnikova oversees all travel requests made for victims and/or witnesses who are subpoenaed by the Office of the Norfolk Commonwealth's Attorney for felony cases. She is responsible for arranging flights and making hotel reservations. As the Travel Coordinator, Ms. Lozhnikova sees that all invoices for travel related expenses are submitted to the City of Norfolk for payment to vendors, which are later reimbursed by the Supreme Court of Virginia.

The salaries of our four (4) Victim Service Specialists: Veronica Harris, Shaenace Hicks Petway, Lisa Hicks, and Loraine Espana are requested at the VWPA II rate of \$25,762.00 per year. Veronica, Shaenace, Lisa, and Loraine are all full-time employees working 2080 hours a year. These grant funded salary requests for FY2016 are 2% greater than the amount approved for FY2014 due

to the 2% pay raise given to all City of Norfolk employees in FY2014. Each of these advocates provides direct services to victims and witnesses by encouraging their cooperation and participation as well as their understanding of the criminal justice system and their rights as explained in the Victims' Bill of Rights.

In addition to Elena Lozhnikova, Assistant Director; Lisa Hicks, Veronica Harris and Loraine Espana are also assigned to the Juvenile Team. These advocates work on cases involving any juvenile who is the defendant or any cases involving a juvenile victim. Shaenace Hicks Petway works primarily alongside with the prosecutors on the Violent Crime team and assists the prosecutors on General Prosecution Team upon request. Shaenace Hicks Petway provides aid to the Program Director by assisting crime victims with matters regarding court ordered restitution. At times when payment has not been made by a defendant, the victim will contact our office and an advocate will respond by contacting the Norfolk Circuit Court to review the status of payment. If the Norfolk Circuit Court confirms that payment has not been received, usually after sixty (60) days, the Program Director or Shaenace Hicks will then process the paperwork needed for the office to generate a Rule to Show Cause.

All four (4) of these advocates possesses a working knowledge of case management techniques and the ability to work efficiently with people, as well as the ability to communicate effectively both orally and in writing as it applies to their job duties.

The FY2016 salary for Holly Gray is requested at the VWPA I pay rate of \$23,602.00 per year. As our Office Coordinator, Ms. Gray is the initial point of contact with crime victims and witnesses that contact our office. She assists the office staff in mailing out Victim Impact Statements and other correspondence. Holly also arranges transportation for local travel with the contracted taxi cab company and compiles the daily witness list to assist advocates within the courtroom. She is ultimately responsible for performing receptionist and general clerical duties.

b. Fringe Benefits: The proposed fringe benefits are in accordance with federal, state, and local guidelines. The City of Norfolk mandates through its city ordinances that all employees working under a Special Revenue Account are supplied with retirement benefits after they have been employed for two (2) years. The Norfolk Victim/Witness Assistance Program will have five (5) employees that will qualify for retirement benefits during FY2016. Actual retirement expense for FY2014 was \$34,604.00 and is expected to increase to \$36,826.00 in FY2016.

Funding for the employment benefits of hospitalization, and life insurance were computed as directed by guidelines provided by the City of Norfolk. This program is requesting \$2,007.00 in funds for Group Life Insurance and \$52,102.00 in funds for Hospitalization during FY2016.

Due to the rising cost of retirement in FY2016, the Victim / Witness Assistance Program budget will only have a small amount left over to cover office

supplies and it's annual National Crime Victims' Rights Week awareness program.

2. **Consultants** - N/A

3. **Travel and Subsistence for Project Personnel**– Due to an increase in an increased number of employees eligible for retirement, the Norfolk Victim Witness Assistance Program is not requesting funding for travel related expenses for FY2016.

a. / b. Local and Non-Local Mileage: N/A

c. / d. Subsistence: N/A

4. **Equipment** – N/A

5. **Supplies and Other Expenses** - Due to an increase in the number of employees eligible for retirement, the Norfolk Victim Witness Assistance Program is requesting a reduced amount of funding for supplies and other expense for FY2016 in the amount of \$3,165.00.

a. **Consumable Office Supplies:** \$1,100.00

b. **Printing:** N/A

c. **Postage:** N/A

d. **Membership Dues:** N/A

e. **Conference /Training Expenses:** \$2,065.00

6. **Indirect Costs** – N/A

7. **Cash Funds from Other Sources** – N/A

**FY2016: Current Cooperative Agreements
with the
Norfolk Victim/Witness Assistance Program**

- YWCA- RESPONSE/ Women in Crisis
 - Effective: August 2013to be reviewed: August 2015
- Norfolk Police Department-
 - Effective: August 13, 2013to be reviewed: August 2015
- Sentara Norfolk General – SANE
 - Effective: August 5, 2013to be reviewed: August 2015
- Norfolk Department of Human Services
 - Effective: August 2, 2012to be reviewed: August 2014
- CHKD-Child Abuse Program
 - Effective: October 2013to be reviewed: October 2015

Worksheet - Annual Targets for Victim/Witness Program Service Objectives (Victims)

Directions: Please indicate the number of victims your program proposes to serve in FY2015 and FY2016. Below that list the number of victims who will receive specific services. (See Victim/Witness Codebook for complete service objectives. Please note: not every victim will receive every service.)

Number of Direct Service Victims to be Served by Program in FY2015 2100 FY2016 2100

Required Objectives	Annual Targets		Required Objectives	Annual Targets	
	FY2015	FY2016		FY2015	FY2016
@1. Victims' Rights Information (Pre-Printed)	2100	2100	9. Liaison re: Prisoner Status	500	500
@2. Victims' Rights Explanation			@10. Victim Impact Statements	600	600
A. Protection (Phone)	2000	2000	@11. Confidentiality Forms	300	300
(In Person)	1950	1950	@12. Interpreter Services	65	65
B. Financial Assistance (Phone)	1950	1950			
(In Person)	1950	1950	13. Crisis Intervention	1750	1750
C. Notices (Phone)	1800	1800	14. Support Services		
(In Person)	1800	1800	A. Follow-Up Counseling	1200	1200
D. Victim Input (Phone)	2000	2000	B. Victim Support Groups	50	50
(In Person)	1850	1850	15. Crisis Referrals (Phone)	750	750
E. Courtroom Assistance (Phone)	2050	2050	(In Person)	900	900
(In Person)	2050	2050	16. Case Status	1750	1750
@ 3. Protection			17. Dispositions	1550	1550
A. Protective Order			18. Criminal Justice Process - Options Explanation	2050	2050
i) Domestic Violence	275	275	19. Courtroom Tours	600	600
ii) Child Abuse	150	150	20. Criminal Justice Process		
iii) Elder Abuse	50	50	A. Support	2050	2050
iv) Other	50	50	B. Explanation of Steps	2050	2050
B. Law Enforcement Protection	275	275			
C. Other	50	50	21. Parole Input	125	125
4. Compensation			22. Transport	700	700
A. Explanation	1700	1700	23. Escort	1450	1450
B. Services	550	550			
C. Follow-Up	100	100			
@5. Property	175	175			
@6. Restitution Assistance/Referral					
A. Services					
i) Explanation	700	700			
ii) Monitoring	400	400			
iii) Collection	65	65			
iv) Enforcement	275	275			
v) Other	130	130			
B. Total Amounts	n/a				
7. Intercession					
A. Employer	425	425			
B. Other	250	250			
@8. Notification Assistance	1300	1300			

Attachment 2

Worksheet - Annual Targets for Victim/Witness Program Service Objectives (Victims - cont'd)

Optional Objectives	Annual Targets	
	FY2015	FY2016
24. Advanced Notice of Judicial Proceedings	1750	1750
25. Forensic	400	400
26. Closed Preliminary Hearings	10	10
27. Closed Circuit TV	10	10
28. Crime Prevention	125	125
29. Emergency Assistance		
A. Direct	105	105
B. Referral	1000	1000
30. Business Restitution		
A. Services		
i) Explanation	150	150
ii) Monitoring	250	250
iii) Collection	15	15
iv) Enforcement	175	175
v) Other	150	150
B. Total Amounts	n/a	
31. Transportation Services		
A. Reservations	450	450
B. Reimbursements	575	575
C. Other	35	35
32. Appeal/Habeas Corpus Services	20	20
33. OTHER (Specify)		

Attorney - Victim/Witness Interviews	275	275

Program Development

Check below to indicate whether these three requirements have been met or will be met.

- | | | |
|-----------------------------|-------|-----------------------------|
| ①. Separate Waiting Areas | X Yes | <input type="checkbox"/> No |
| 2. Directory of Services | X Yes | <input type="checkbox"/> No |
| 3. Continuance Notification | X Yes | <input type="checkbox"/> No |

① Denotes required by Virginia's Crime Victim and Witness Rights Act.

Attachment 3

Worksheet - Annual Targets for Victim/Witness Program Service Objectives (Witnesses)

Directions: Please indicate the number of witnesses your program proposes to serve in FY2015 and FY2016. List the number of witnesses who will receive specific services below. (See Victim/Witness Codebook for complete service objectives. Please note: not every witness will receive every service below.)

Number of Direct Service Witnesses to be Served by Program in FY2015 150 FY2016 150

<u>Required Objectives</u>	<u>Annual Targets</u>	
	<u>FY2015</u>	<u>FY2016</u>
® 1. Witness' Rights Information (Pre-Printed)	150	150
® 2. Witness' Rights Explanation		
A. Protection	65	65
B. Employer Services	65	65
C. Confidentiality	25	25
D. Interpreter Services	30	30
® 3. Protection	35	35
® 4. Intercession - Employers	80	80
® 5. Assistance w/ Interpreter Services	15	15

<u>Optional Objectives</u>	<u>Annual Targets</u>	
	<u>FY2015</u>	<u>FY2016</u>
6. Dispositions	600	600
7. Courtroom Explanations	275	275
8. Courtroom Tours	25	25

Other Required Certifications

Check below to indicate agreement to comply with limitation on witness services, non-supplantation, evaluation and reporting requirements, confidentiality, and use of volunteers.

1. Grant funded staff hours devoted to the provision of services to witnesses will be limited to 5% or less.

X Yes ☐ No
2. Grant funds will enhance or expand direct services to crime victims and witnesses and will not be used to supplant other funds.

X Yes ☐ No
3. Applicant agrees to collect required evaluation and reporting data and submit it to DCJS by the 12th working day after the close of each quarter.

X Yes ☐ No
4. Applicant agrees to maintain confidentiality of client-counselor information, as required by law.

X Yes ☐ No
5. Applicant agrees to use volunteers.

X Yes ☐ No

® Denotes required by Virginia's Crime Victim and Witness Rights Act.

VICTIMS OF CRIME ACT

GENERAL GRANT CONDITIONS AND ASSURANCES

The applicant gives assurances and certifies with respect to the grant for which it is applying that it will comply with the following requirements in the event that the grant is awarded:

1. The applicant will comply with all applicable provisions of the federal Victims of Crime Act (VOCA) of 1984, as amended, (see 42 U.S.C. 10601, et. seq.) the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition. Additionally, the applicant will comply with the Department of Criminal Justice Services' (DCJS) program guidelines and grant conditions.
2. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Department of Criminal Justice Services shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
3. REPORTS: The applicant agrees to submit such reports as the DCJS shall reasonably request. Financial and progress reports shall be submitted to the DCJS on the 12th working day following the close of each quarter.
4. INSPECTION AND AUDIT: The applicant agrees to comply with the organizational audit requirements of OMB Circular A-128, "Audits of State and Local Governments." In conjunction with the beginning date of the award, the audit report period of the government entity to be audited under the single audit requirement is the start-date of the project through the end-date of the project as noted on the Statement of Grant Award/Acceptance. The audit report shall be submitted no later than one (1) year from the end-date of the grant award as stated on the Statement of Grant Award/Acceptance, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report. A copy of all audits must be forwarded to the DCJS.
5. The applicant will comply, where applicable, with the following:
 - a. National Environment Policy Act (28 CFR 61)
 - b. Flood Plain Management and Wetland Protection Procedures (28 CFR 63)
 - c. National Historic Preservation Act (16 USC 470)
 - d. Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970. (28 CFR 52)
 - e. Clean Air Act, P. L. 88-206, 42 USC 1857, et. seq.
 - f. Safe Drinking Water Act, P. L. 93-523, 42 USC 3001, et. seq.
 - g. Endangered Species Act of 1973, P. L. 93-205, 16 USC 1531, et. seq.
 - h. Wild and Scenic Rivers Act, P. L. 90-542, 16 USC 1271, et. seq.
 - i. Fish and Wildlife Coordination Act, P. L. 85-624, 16 USC 661, et. seq.
 - j. Historical and Archaeological Data Preservation Act, P. L. 93-291, 16 USC 2469, et. seq.
 - k. Coastal Zone Management Act of 1979, P. L. 92-583, 16 USC 1451, et. seq. and the Coastal Barrier Resources Act of 1982 (P.L. 97-348)
 - l. Animal Welfare Act of 1970, P. L. 91-579, 7 USC 2131, et. seq.
 - m. Impoundment Control Act of 1974, P. L. 93-344, 31 USC 1401, et. seq.
 - n. The Fair Labor Standards Act, if applicable.

6. POLITICAL ACTIVITY: The restrictions of the Hatch Act, Pub. L. 93-433, 5 USC Chapter III, (as amended), concerning the political activity of government employees are applicable to applicant staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns except they may not be candidates for office.
7. DISCRIMINATION PROHIBITED: No person shall, on the grounds of race, religion, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits or be otherwise subjected to discrimination under or denied employment in connection with, grants awarded pursuant to the Justice Assistance Act of 1984, and the implementing regulations 28 CFR Part 42, Subparts C, D, E, and G, or any project, program, activity, or subgrant supported or benefiting from the grant. The applicant must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and its implementing regulations 28 CFR 41.101 et. seq.. The applicant must further comply with Section 504 of the Rehabilitation Act of 1973, as amended, and its implementing regulations; the Age Discrimination Act of 1973, as amended, and its implementing regulations and Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act (ADA)(1990); (42 USC. 12131-12134 & 28 CFR 35)
8. EQUAL EMPLOYMENT OPPORTUNITY PROGRAM: The applicant certifies that it has executed and has on file, an Equal Employment Opportunity Program which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E, or that in conformity with the foregoing regulation, no Equal Employment Opportunity Program is required.

An applicant organization having 50 or more employees and receiving amounts of \$500,000 or more, or grants which in the aggregate exceed \$500,000 or more, in any fiscal year must submit a copy of its Equal Employment Opportunity Plan (EEOP) to the DCJS for review. For continuation grant funding that exceeds this amount in any fiscal year, the applicant must submit a statistical update from the previous years plan.

9. The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the DCJS.
10. RELEASE OF INFORMATION: All records, papers and other documents kept by recipients of DCJS funds, and their contractors, relating to the receipt and disposition of such funds, are required to be made available to the DCJS. These records and other documents submitted to DCJS and its applicants pursuant to other provisions of the Act, including plans and applications for funds, are required to be made available to DCJS under the terms and conditions of the Federal Freedom of Information Act, 5 USC 552.
11. INFORMATION SYSTEMS. With respect to programs related to criminal justice information systems, the applicant agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of the integrity and accuracy of data collection. The applicant further agrees:
 - a. That all computer programs (software) developed with funds provided by this grant will be made available to the DCJS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.

- b. To provide a complete copy of the computer programs and documentation, upon request, to the DCJS. The documentation will include but not be limited to system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
 - c. That whenever possible all application programs will be written in standardized programming languages (i.e., ANSI, COBOL, FORTRAN, BASIC, etc.) for use on general operating systems (e.g., DOS, CP/M, UNIX, etc.) that can be utilized on at least three different manufacturer's computers of similar size and configuration.
 - d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Department of Criminal Justice Services should be contacted to determine availability of software prior to any development effort.
12. CONFIDENTIALITY OF RESEARCH INFORMATION: Research information identifiable to an individual, which was obtained through a project funded wholly or in part with DCJS grant funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).
13. CRIMINAL INTELLIGENCE SYSTEMS OPERATING POLICIES: The applicant agrees to be in compliance with all policies as expressed under the Code of Federal Regulations, 28 CFR 23, concerning the operation of criminal intelligence systems supported with grant funds.
14. COPYRIGHT: Except as otherwise provided in the conditions of the award, the author is free to arrange for copyright without approval when publication or similar materials are developed from work under a DCJS supported project. Any such copyright materials shall be subject to the DCJS's right to reproduce them, translate them, publish them, use and dispose of them, and to authorize others to do so for government purposes. In addition, communications in primary scientific or professional journals publishing initial reports or research or other activities and supported in whole or in part by the DCJS project funds may be copyrighted by the journal with the understanding that individuals are authorized to make or have made by any means available to them, without regard to the copyright of the journal, and without royalty, a single copy of any such article for their own use. State employees who develop copyrights during work hours, or within the scope of their employment, or when using state-owned or state-controlled facilities, the copyrights vest in the Commonwealth.
15. PATENTS: If any discovery or invention arises or is developed in course of or as a result of work performed under this grant, the applicant shall refer the discovery or invention to DCJS. The applicant hereby agrees that determination of rights to inventions made under this grant shall be made by the DCJS or its duly authorized official representative, who shall have the sole and exclusive powers to determine whether or not and where patent application should be filed and to determine the disposition of all rights in such inventions, including title which may issue thereon. The determination of the DCJS, or its duly authorized representative shall be accepted as final. In addition, the applicant hereby agrees and otherwise recognizes that the DCJS shall acquire at least an irrevocable non-exclusive royalty-free license to practice and have practiced throughout the world for governmental purposes any invention made in the course of or under this grant. The grant shall include provisions appropriate of effectuating the purpose of this condition in all contract of employment, consultant's agreements, or contracts.

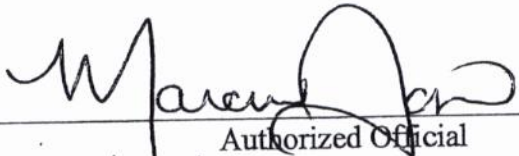
16. The applicant assures that funds made available under this grant will be used to enhance or expand services and will not be used to supplant state and local funds that would otherwise be available for crime victim services.
17. Confidential expenditures for services, evidence and/or information must comply with the requirements stated in the Administrative Guide and Application Procedures Manual, Chapter 5, entitled Confidential Funds.
18. BIO MEDICAL EXPERIMENTATION: The applicant assures that no grant funds will be used for any bio-medical or behavior control experimentation on individuals or any research involving such experimentation.
19. Any publications (written, visual or sound) whether published at the recipients or the governments expense shall contain the following statements:

This project was supported by the Department of Criminal Justice Services (DCJS) award no. (DCJS grant no.) from funds made available to Virginia by the Office for Victims of Crime of the Office of Justice Programs, U.S. Department of Justice.

The opinions, findings, conclusions or recommendations expressed are those of the authors and do not necessarily reflect the views of DCJS or the U.S. Department of Justice.

CERTIFICATION

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of the **Victims of Crime Act of 1984, 42 U.S.C. 10601, et. seq., as amended**, and all other federal and state laws and guidelines that apply to this award.



Authorized Official

4/24/14

Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grantor cooperative agreement over \$100,000 as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements¹ and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and Implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the drug-Free Workplace Act of 1988, and implemented at 28 CFR Parts 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

Programs. ATTN: Control Desk, 633 Indiana Avenue, N.W.,
Washington, D.C. 20531.

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

500 E. City Hall Avenue
Norfolk, VA 23510

Check ☐ if there are workplaces on file that are not identified here.

Section 67.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620---

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

CITY OF NORFOLK 810 UNION STREET; NORFOLK, VA 23510

2. Application Number and/or Project Name

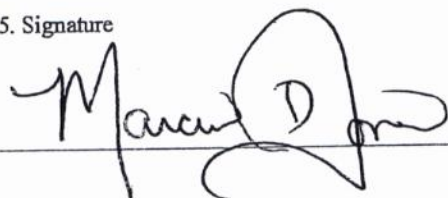
3. Grantee IRS/Vendor number

VICTIM/WITNESS GRANT PROGRAM 54-6001455

4. Typed Name and Title of Authorized Representative

MARCUS D. JONES - CITY MANAGER

5. Signature



6. Date

4/24/14

Grant Application Checklist

- ☐ Cover sheet of Grant Application for each fiscal year is completed and signed by Project Administrator.
- ☐ An itemized budget and budget narrative for each fiscal year has been provided, explaining and justifying all items shown on budget forms.
- ☐ Job description for staff and volunteer(s).
- ☐ List of current cooperative agreements is attached.
- ☐ Annual victim and witness service targets for FY2015 and FY2016, required program development objectives, and other required certifications are attached.
- ☐ Completed and signed copies of forms entitled "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements" are attached.
- ☐ An original and four copies of the application will be received by DCJS on or before 4:30 p.m. on May 2, 2014.